



JOB DESCRIPTION

Title: **CHILD CARE ATTENDANT P/T**
Department: Park Center
Class Code: 6898
FLSA Status: Non-Exempt
Effective Date: July 1, 2002 (Revised 03/2006)
Grade Number: 1

GENERAL PURPOSE

Under close supervision of the Center Director, or Child Care Supervisor, performs child care duties during the general operating hours of the Center or as otherwise directed.

EXAMPLE OF DUTIES

- *-- Provides a clean, safe and fun child care environment.
- *-- Checks infants and children in and out while providing basic child care.
- *-- Ensures safe play conditions and follows established security procedures.
- *-- Observes specific parent directions for feeding, nap times, and special needs.
- *-- Orients parents in regard to policies and procedures of child care center and maintains positive rapport with all parents and patrons.
- *-- Develops and implements activities for the children and attentively watches and attends to the children.
- *-- Treats children if injured and completes accident reports; reports to parents, supervisor and Center Director.
- *-- Handles complaints and comments and refers comments to proper personnel.
- *-- Performs duties and responsibilities in compliance with child care licensing requirements; attends a minimum of 10 hours of training each year on workshops or classes on childhood development or child care guidelines/instructions.
- *-- Maintains clean environment; performs janitorial duties as required or assigned to include body fluid cleanup, sanitizing area, and light housekeeping.

- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Previous Childcare experience desired.

Special Requirements

- Must be at least 18 years of age.
- Must pass a Background Criminal Investigation check.
- Must pass a T.B. test
- Must be able to obtain a Food Handlers Permit with 30 days of hire.
- Must be able to obtain American Red Cross First Aid and CPR certifications within 60 days of hire, and keep them current throughout employment.
- Must be willing and available to work morning, afternoon, evening, weekend, and holiday shifts.

Necessary Knowledge, Skills and Abilities

- Knowledge of basic child care and feeding, as well as an understanding of infant and child development.
- Strong public relations and communication skills.
- Ability to work well with children and be patient with them.
- Ability to move and react quickly to a variety of circumstances.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Child Care Attendant
Page 3

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move 20-25 pounds, and occasionally lift and/or move 35-50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.